

## PROCEEDINGS OF THE GREEN BAY WATER COMMISSION

Meeting of the Water Commission held at 8:30 a.m., Monday, November 9, 2015 at the Water Utility office.

Present: James F. Blumreich, Lisa Bauer-Lotto, Leon R. Engler, John C. Heugel, Douglas J. Martin, Nanette M. Nelson, Ald. Sladek. Also present: General Manager Quirk, Comptroller Mueller, Engineering Services Manager Powell, Senior Vice President Water Technical Practice Leader of AECOM Consulting Richard Hope, Water Commission Attorney Vande Castle, and Recording Secretary Smith.

Absent: Kathryn Hasselblad-Pascale (excused)

### Action items

1. The meeting was called to order by President Blumreich. A motion was made by Nelson, seconded by Heugel, and unanimously carried to approve the Water Commission Meeting minutes of October 12, 2015.

Martin arrived at 8:02 am.

### Discussion Items

2. Richard Hope, Senior Vice President Water Technical Practice Leader of AECOM Consulting, presented information on his company's strategy for creating the Green Bay Water Utility Master plan.

Hope explained that the focus of the Master Plan would be reinvestment in existing assets. He explained his company's approach to building a master plan by using a risk-based asset management prioritization.

Discussion ensued about which types of risks would be considered, whether certain factors such as human capital would be taken into consideration, and what knowledge AECOM could contribute from experience working with other utilities.

A motion was made by Heugel, seconded by Martin, and unanimously carried to authorize staff, in consultation with legal counsel, to negotiate a recommended scope of services, in contract with AECOM, for the Green Bay Water Utility water service master plan.

### Information Items

3. General Manager Quirk gave an update of the Strategic Planning Items. She discussed the status of each key focus area, indicating whether it had been completed, was currently underway, or when it would be started, respectively.
4. The Commissioners reviewed the financial report. Comptroller Mueller presented the Green Bay Water Utility financial statements as of September 30, 2015, and the October 31, 2015 Cash Position. Comptroller Mueller stated that the new rates had gone into effect as of November 5, 2015.

Comptroller Mueller is in the process of creating a budget. A volunteer review committee is needed to review the budget in early December. Lisa Bauer-Lotto, Doug Martin, and Jim Blumreich

volunteered to be part of the committee. Kathryn Hasselblad-Pascale participated last year and will be contacted to participate again this year.

Comptroller Mueller stated that the 2015 tax roll notices went out. There were several thousand. This year the front office staff had to modify their methods to comply with new state tax roll legislation. General Manager Quirk commended the front office staff for the extra work they performed, as well as for being leaders in the community in implementing this.

5. General Manager Quirk presented her report to the Water Commission:

Approximately 3 miles of pipeline have been installed in the Wrightstown project, which leaves 9 miles left to install.

General Manager Quirk, Comptroller Mueller, and Billing Administrator Couillard met with the Village of Wrightstown to discuss the Green Bay Water Utility potentially taking on the billing duties for Wrightstown.

Billing Specialist Bornfleth continues to work several mornings a week at the De Pere Water Utility. Harris, Green Bay Water Utility's billing software provider, continues to convert De Pere's database.

The 36-Inch Transmission Main Interconnect project has begun. Engineering Services Manager Powell explained that Task 2 (of 5) will begin soon, and will take approximately 3 days. Tasks 3, 4, and 5 will begin after Thanksgiving, respectively.

The Lake Station pump efficiency data is being analyzed now by AECOM, to determine need and ways to improve the electricity efficiency of the 6 large pumps.

General Manager Quirk and Information Systems Manager Brunner have made an agreement with consultant Greely and Hansen for them to begin a cyber security analysis of the Utility's Information system.

General Manager Quirk, Water Commission President Blumreich, Ald. Sladek, and Human Resources Director Boland met with Mayor Schmitt and Chief of Staff Rosendahl to discuss the salary study and the decisions made to move forward with it.

Interviews have been conducted for the internal job of Distribution Maintenance Worker. The position of Water Operator Intern will be offered to one of the 3 students who applied for the position. The position of Distribution Maintenance Operator has been posted internally. A new position in the Distribution Section will be posted soon for Distribution Technician.

6. Motion made by Blumreich, seconded by Engler, and unanimously carried to adjourn the meeting.

Meeting adjourned at 10:07 a.m.

Respectfully submitted,

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Leon R. Engler, Secretary